

County of Humboldt Job Specification
DIRECTOR OF PSYCHIATRIC NURSING
Classification 0932
FLSA: Exempt



DEFINITION

Under administrative direction, plans, organizes and directs nursing and related functions in support of in-patient treatment facility and out-patient support services; coordinates and integrates nursing services with the activities of other divisions, departments, and agencies; participates in departmental and team meetings to discuss patient care and progress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Deputy Branch Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating psychiatric nursing services in both in-patient and out-patient settings. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Oversees the day to day nursing treatments administered and operations of the County psychiatric health facility, Crisis Stabilization Unit, or inpatient/outpatient clinics, services and programs.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for programs supported by the Psychiatric Nursing service.
- Participates in the selection of personnel and provides for their training and professional development; organizes, assigns, directs, reviews and evaluates the work of assigned staff and/or an interdisciplinary treatment team.
- Provides for twenty-four-hour nursing coverage when assigned to the inpatient facility.
- Oversees telemedicine and telehealth services within the County including the behavioral health main clinic and the rural clinics.

- Evaluates staffing levels based on requirements and monitors for adequacy in provision of nursing care; provides direct patient care, as necessary; provides coverage for inpatient or outpatient or other nursing administration, when needed; participates in on call duties.
- Develops and implements a budget for inpatient or outpatient programs and services and prepares reports for higher level management.
- Schedules and reviews clinical records of clients; monitors workload, productivity and program effectiveness.
- Consults with community groups, individuals, other behavioral health professionals, service agencies, governmental officials, Board and Care operators and others to determine community behavioral health needs and to coordinate activities.
- Makes recommendations for improved programs and operations and implements approved new services; ensures that recommendations are carried out.
- Conducts or arranges to have staff conduct case conferences and facilitates decisions on difficult behavioral health cases and problems; performs chart audits and utilization review.
- Develops statistical information and analyzes data in support of inpatient or outpatient care to plan and recommend supervisory nursing levels; oversees and reviews the collection and analysis of data for special projects and Continuous Quality Improvement (CQI) committee reporting to make recommendations that will enhance services for inpatient or outpatient and crisis care.
- Maintains prescribed standards of behavioral health treatment and ensures services are rendered in conformance with regulation and policy and procedural guidelines.
- Assists in interpreting and reviewing federal, state and insurance provider rules and regulations, and develops appropriate internal policies and procedures for outpatient nursing services or inpatient nursing services (e.g. utilization review, infection control, pharmacy and therapy).
- Represents the County in contacts with community and other agencies, the court system, and the public.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Principles and practices of general psychiatric nursing care, as defined by the State of California licensing requirements.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Psychiatric Nursing services.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles, practices and methods of community behavioral health treatment including interviewing, assessment and family and group counseling.
- Applicable guidelines for laws affecting behavioral health treatment, services and reporting procedures.
- Principles and alternative approaches to behavioral and emotional disorders and institutional and aftercare programs.
- Psychiatric nursing treatment and psychotherapeutic intervention best practices.
- Theories, techniques and practices of professional nursing.
- Trauma Informed Care principles and practices.
- Principles and practices of utilization review.
- Community needs and resources.
- Principles and practices of conducting patient needs assessments.
- Methods and procedures for collecting, compiling and analyzing statistical and demographic information and data.
- Principles of budgetary administration and control.
- Methods and procedures for developing and evaluating program quality control and the effectiveness of patient treatment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, manage and direct the staff and operations of the Psychiatric Nursing services.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the County's psychiatric nursing programs.
- Assess behavioral and/or emotional health status and develop effective patient treatment plans.
- Plan, develop, implement, evaluate and direct in-patient treatment programs and services.
- Analyze complex behavioral health problems, evaluate alternatives and make sound judgments and recommendations for treatment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in nursing, psychology or a related field

and

Six (6) years of increasingly responsible psychiatric health nursing experience, two (2) of which should be in a program management capacity.

Licenses and Certifications:

- Possession of a valid Registered Nursing license issued by the State of California Board of Registered Nursing.
- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a valid CPR/AED certification.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting, or clinical setting, and use standard office equipment, including a computer, and medical equipment; standing in work areas and walking between work areas may be required, and travel to visit outpatient and rural clinics may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to assess emergency situations, including medical incidents and to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.

- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and medical equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in an office, out-patient, clinic, jail, juvenile facility or locked psychiatric facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures.
- Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.
- Incumbents may be exposed to blood and body fluids in performing their assigned duties.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).